



DEPLOYMENT PLANNING AND EXECUTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Capt Randolph Koram)
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This supplement augments AFI 10-403, *Deployment Planning*, and addresses AFMC-unique situations. The additions correspond to the chapters and paragraphs in the AFI. This supplement does not pertain to AFMC-gained Air National Guard units.

SUMMARY OF REVISIONS

This supplement incorporates updated standardization and guidance for command deployment managers. Attachment 15 provides an AFMC list of clothing and personal items for deploying individuals. Attachments 16 and 17 outline the command contingency tasking and shortfall processes, Attachment 18 is an example of a completed AF Form 4006 for shortfalls.

1.4.1. The AFMC OPR for deployment management, policy, and guidance is the AFMC Operations Office (AFMC/XP-AO).

1.4.1.1. AFMC/XP-AO will consolidate inputs for funding and fielding of logistics automated data processing systems. AFMC/XP-AO will then forward inputs to the Installations & Support Mission Area for POM action.

1.4.1.2. AFMC/XP-AO serves as the command OPR for the Integrated Deployment System (IDS).

1.4.1.3. HQ AFMC/XPX will serve as the OPR for Host Nation Support and Acquisition Cross Servicing Agreements program for AFMC.

1.4.1.4. HQ AFMC/LGI will coordinate and support AOR support.

1.4.1.5. HQ AFMC/XPX will provide command assistance and guidance for HNS.

1.4.1.8. (Added) HQ AFMC will provide Deployment Assistance Visits (DAVS) at the request of AFMC units. AFMC/XP-AO will be the coordinating function and Team leader for all DAV visits. It is recommended that the installation, at a minimum, request a DAV 60-90 days prior to any Operational

Readiness Inspection (ORI). DAV Teams will usually consist of the following functional areas: Logistics Plans, Supply, Manpower and/or Personnel, Transportation and Medical Readiness. The team composition can be tailored to meet the installation commander's needs, or in some cases, HQ training requirements. DAVS will only be accomplished in conjunction with Phase 1 exercises or real world deployment operations that test the installation's most stringent tasking. The intent of the DAV is to assess the installation's deployment process from receipt of a tasking through personnel and equipment departure. Areas usually assessed by the DAV Team are initial response, suitability for movement, and C2. DAVS will only be accomplished with prior approval from the installation commander.

1.4.2. HQ AFMC/XPM is the command point of contact for the MEFPK process.

1.5.1. The duties and responsibilities for each base agency involved in deployments will be outlined in the respective Installation Deployment Plan (IDP).

1.5.1.2. At AFMC owned bases, the air base wing commander, where necessary, is delegated with installation commander authority as related to AFI 10-403.

1.5.1.5. All AFMC units and/or unit type codes (UTCS) will participate, and be evaluated in, at least one exercise annually. Center and wing Inspector Generals will maximize the use of real-world deployments to give exercise "credit." UTCS that do not have the full complement of equipment or personnel maybe given "credit" for exercising provided shortfall procedures are followed up to the point of transmittal to HQ AFMC.

1.5.2.1. Ensures that the Installation Deployment Plan includes specific guidance for base recalls. At a minimum, the Battle Staff Director, Plans Office, Installation Deployment Officer, and UDCCS will develop a plan tailored to the installation.

1.5.3. The appropriate agency will be identified in the Installation Deployment Plan.

1.5.12.24. (Added) In coordination with the installation medical group, provide deploying members with Pre-Exposure Preparation (PEP) training IAW AFI44-153, Section 3. The requirement for this briefing will be determined by an assessment of the deployment scenario, as coordinated between the IDO, PDF Chief, Medical Group commander, and Wing commander (or their designated representatives).

1.5.12.25. (Added) Transportation functions, such as manifesting and baggage pallet buildup, will be organized and conducted IAW AFI 24-235, in coordination with the PDF OIC and the IDO.

1.5.18.7. (Added) Provide personnel to conduct the Pre-Exposure Preparation training briefing at the PDF if required.

1.6.1.15. (Added) Ensures unit members are properly trained and equipped to support all taskings as outlined in this directive. This includes budgeting for personal and deployable equipment. Units selected to fill positions on other functional area UTCS should coordinate with the responsible functional manager for funding required to support that UTC.

1.6.2.1.1. In addition to documents listed, AFMC units will also reference the AFMC WMP-3 to identify UTC tasking. Units that are unable to accomplish deployment training must document that shortfall to the IDO IAW AFI 10-403, para 2.5.6.

1.6.2.5.10. (Added) Copy of AFMAN 10-100, *Airman's Manual*.

1.6.2.6. (Added) The responsibility for training, equipping and maintaining personnel assigned against a given UTC will fall upon the organization commander exercising functional control and responsibility for

that given UTC. Responsibility for UTCS without functional affiliation, i.e., TCN Escort UTCS, will be the host unit command section. Those units with multiple agencies within a unit that possess taskings shall be managed by the office normally responsible for providing normal military support, i.e., the orderly room. In cases where units or UDM responsibilities are consolidated for efficiency of operations the Installation Deployment Plan shall outline responsible UDMS for each UTC.

1.6.3. AFMC units may utilize other Air Staff-directed systems to track training and immunization as long as close coordination is maintained with the functional users of the system. The overall responsibility for personnel readiness remains with the individual and the unit. When Air Staff-directed systems are used to track training, either one of two methods of documentation will be used: annotate directly on the AF Form 4005, or attach a printout from an Air Staff-directed system to the AF Form 4005. The only authorized documents for proof of immunization are the individual's PHS-731 (shot records) or DD Form 2766C, **Vaccine Administration Record**.

1.8.1. AFMC installations will conduct Deployment Process Working Group meetings on a quarterly basis. This requirement is waived to a semiannual requirement if the HQ AFMC Contingency Operations Deployment Action Team (CODAT) is activated and issuing deployment taskings in support of real-world contingency operations.

2.2. The AFMC WMP-3 will be used to identify specific AFMC UTC taskings. Office of primary responsibility for the AFMC WMP-3 is AFMC/XP-AO. Functional managers for all unit type codes (UTCS) are identified in the WMP-3.

2.4.1.4. For mobility bag computations, consult the installation plans office to determine taskings, then refer to AFMC WMP- 1, Annex E, for requirements and computation guidance.

2.4.1.5. HQ AFMC/LGW annually issues a call for small arms ammunition requirements computations and provides the requisite guidance in its message. For weapons requirements, consult AFPD 16-8, *Arming of Aircrew, Mobility, and Overseas Personnel* and HQ AFMC/LGS for amplifying guidance.

2.5.4. Pre-load plans for AFMC units are not required, but some units may find this process beneficial. For those units that find the pre-load plan process beneficial, utilize the following guidance. When expected transportation is airlift use the C-17 Globemaster III. For aircraft load planning, utilize the pre-planning ACL and personnel weight factors in Defense Transportation Regulation (DTR), DOD Regulation 4500,9-R- Part III Mobility, and AFPAM 10-1403, *Air Mobility Planning Factors*. These DOD Regulations can be referenced through electronic publications or on the Internet at <http://public.transcom.mil/j4/j4lt/dtr.html>. Ensure pre-load plans contain baggage pallets as well as weapons and ammunition when applicable. For units that use ground transportation to get to an APOE, utilize the expected type (e.g., 40-foot flatbed trailer and /or passenger buses) of transportation and pre-load plan by chalk using the DSOE.

2.5.5. Units must understand that ISUs (palletized containers) are not flexible and may cause problems adapting to provided military and/or commercial airlift, The ISU 90 container should be avoided if at all possible as they are limited in what types of air transportation they can utilize. The use of ISUs is a unit choice. However, it is HQ AFMC'S position that any unit not maximizing the ACL of provided transportation because of ISUs, thus requiring additional transportation to move remaining equipment, will be responsible for the additional costs. Units that utilize ISUs must ensure that under no circumstances will they exceed the standard UTC weight or cube in the LOGDET.

2.10.3. (Added) Refer also to AFI 24-235 for transportation functions embedded in the PDF.

2.12.1. Record copy of the Installation Deployment Plan (IDP) will be finished to AFMC/XP-AO and HQ AFMC/IGR via electronic means. AFMC/XP-AO will maintain an electronic copy and ensure headquarters functional areas that require notification of revised IDPs receive them. Changes will be furnished by the installation as they occur. Hard copies of the IDP will not be required beyond local requirements.

2.12.1.1. The IDP will identify hot cargo pad(s) location(s), and explosive handling procedures.

2.13.1.4. Installations can access additional transportation training information at **<https://www.afmc-mil.wpafb.af.mil/HQ-AFC/LG/LT/lgtr/deptrain/>**.

3.1.2. (Added) AFMC Contingency Operations Deployment Actions Team (CODAT) is the focal point for all contingency deployment taskings.

3.3.2.1. The AF Form 4006 will be the document of record for shortfalls. Units should package the form via FormFlow and copy it onto a GCCS terminal. Forms should thus be completed and forwarded electronically via GCCS to the afmc.local.AEF newsgroup for all shortfalls, IAW the procedures outlined in para 3.7.3. IDOs must ensure endorsement by the designated installation commander for deployment operations is annotated on the record (hard) copy kept at the base, with "approved" annotated above the commander's signature block on the electronic copy forward to HQ AFMC. For personnel shortfalls, annotate reasons why other members are not available. Also briefly outline the history of the tasking, especially that of line remark waiver request, the package number and date of the DPT received by the PRF as well as DRI. An example of a completed AF Form 4006 is at Attachment 18.

3.4.5. While concept briefings are normally conducted within 3 hours, under real world/exercise/ORI conditions this rule may not be appropriate based on airlift associated with the tasking. An initial concept brief may be conducted by the IDO earlier than the 3-hour point in conjunction with the wing commander, with a more comprehensive brief conducted later as information becomes available.

3.5.4. Commanders may choose to activate their UDCC prior to the IDO's direction. The only deactivation approval authority for any UDCC is the IDO.

3.6.2. Use of email/shared folders on LANS and other methods of distribution should be maximized. However, a backup system must be developed in the event these systems fail.

3.7.3. (Added) The HQ AFMC Functional Area Manager (FAM) for the UTC will be the approval and sourcing authority for all shortfalls that can not be resolved from AFMC resources at the unit level. AFMC/XP-AO will be the coordinating authority. The IDO, in coordination with the installations personnel and manpower (for personnel), supply (for equipment), and the wing/installation commander, will attempt to fill the shortage from base resources. If unable to fill from base resources, the IDO will coordinate the shortfall through the designated installation commander for deployment operations (as defined in the HQ AFMC Shortfall procedures) and the appropriate center commander before submission to AFMC/XP-AO. AFMC/XP-AO will then forward the shortfall to the applicable HQ AFMC FAM for resolution. The FAM will validate that an actual shortfall at the base is justified. If the shortfall is justified, the FAM, in coordination with AFMC/DPXX (for personnel) or AFMC/LGS (for equipment), will attempt to source the assets required from other AFMC resources. In the event the tasking cannot be filled within the command, the FAM will notify AFMC/XP-AO. AFMC/XP-AO will then notify the supported command of the shortfall and the inability to meet the tasking.

5.4.1.3. AFMC units will follow the shortfall procedures outlined in para 3.7.3.

5.5. AFMC installations will utilize as a minimum the HQ AFMC clothing, hygiene, and equipment requirements listed at attachment 4, Individual Requirements Checklist, paragraph 1s. Units can add to, but not delete, items from this list. Installation lists will include those items necessary to maintain compliance with AFI 36-2903. Those uniform items listed will be in compliance with military standard and serviceability as described in AFI 36-2903. AFMAN10-100, *Airman's Manual*, and AFI 36-3014, *Clothing Allowance for Air Force Personnel*, are good guides when considering additions to the HQ list. Develop the installation requirement list keeping in mind that the USAF deploys to austere locations. Laundry facilities and/or the opportunity to buy replacement toiletry items may not be in place for some time.

Attachment 15**INDIVIDUAL REQUIREMENTS CHECKLIST**

A15.1. HQ AFMC Minimum Deployment Personal Bag Requirements List.

A15.2. This attachment contains minimum clothing and hygiene requirements for AFMC units. Installations may add, but not delete, items from this list. Any item that is worn while processing will count towards the total requirement. At the end of the list are some recommended items that should be considered for additions to these minimum requirements.

Nomenclature	Quantity	Notes
Duffel Bag	1	5
Belt, Blue with Black Tip	1	
Boots, Combat	1	1, 3
Cap, Woodland Camouflage (BDU) (organizational caps not authorized)	1	1
Jacket, Camouflage with Liner (BDU)	1	1
Coat, Woodland Camouflage (BDU Shirts)	3	1
Trousers, Woodland Camouflage	3	1
Socks, Black	4 pair	
Bras	4	2
Undergarments	5	
Work Gloves, Leather	1 pair	4
Towels	2	
Shaving Kit	1	3
Toiletry Items	As required	6
Shoe Polish Kit	1	
Feminine Hygiene Items	2 boxes	2

Suggested Items

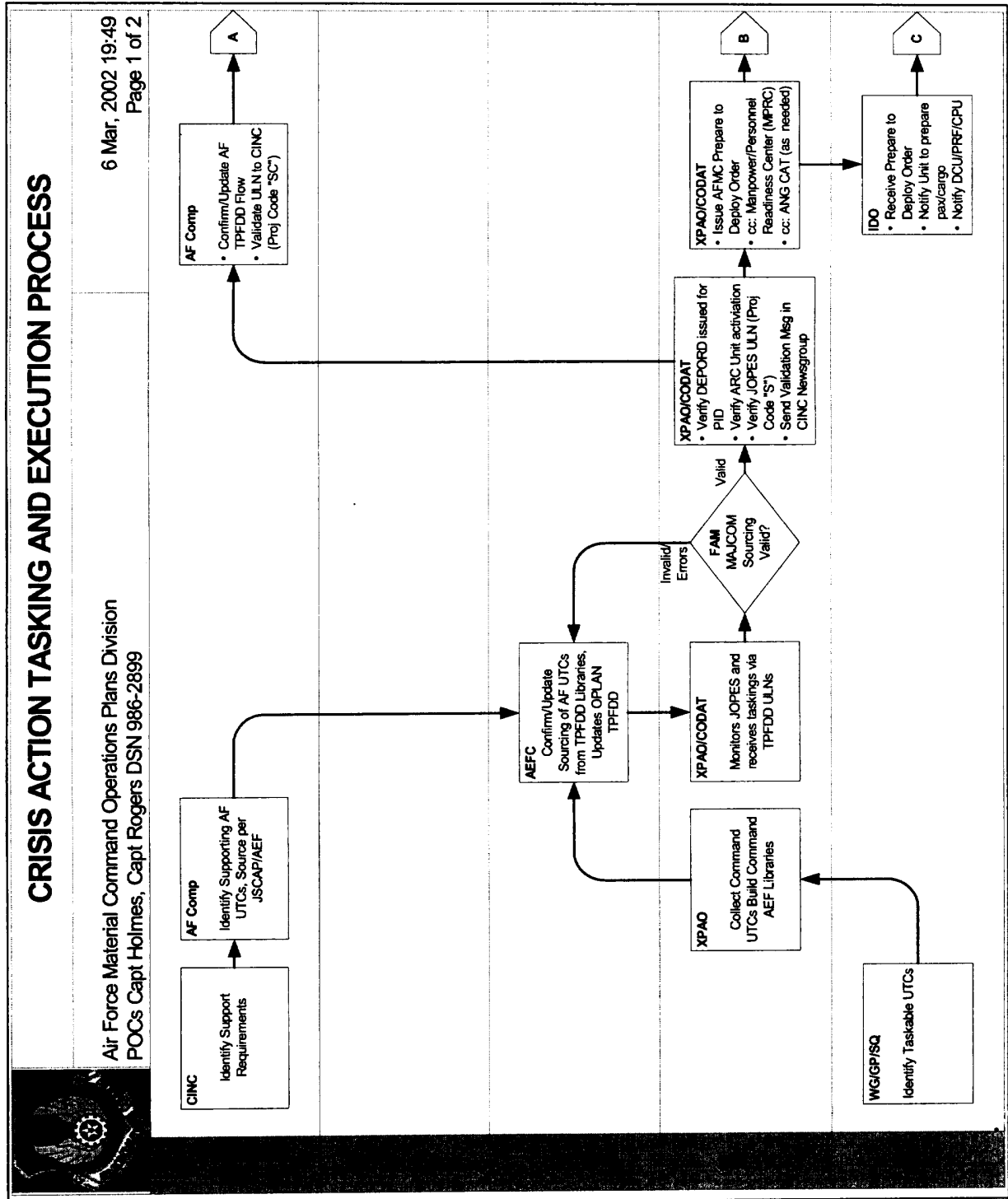
Wash Cloths	2
Facial Tissue	1 box
Toilet Paper	2 rolls
Shower Shoes	1 pair
Body Lotion	1 tube
Bug Repellent	1 can
Flashlight and Batteries	1
Padlock	1
Mirror	1
Sewing Kit	1
Sunblock	1 tube

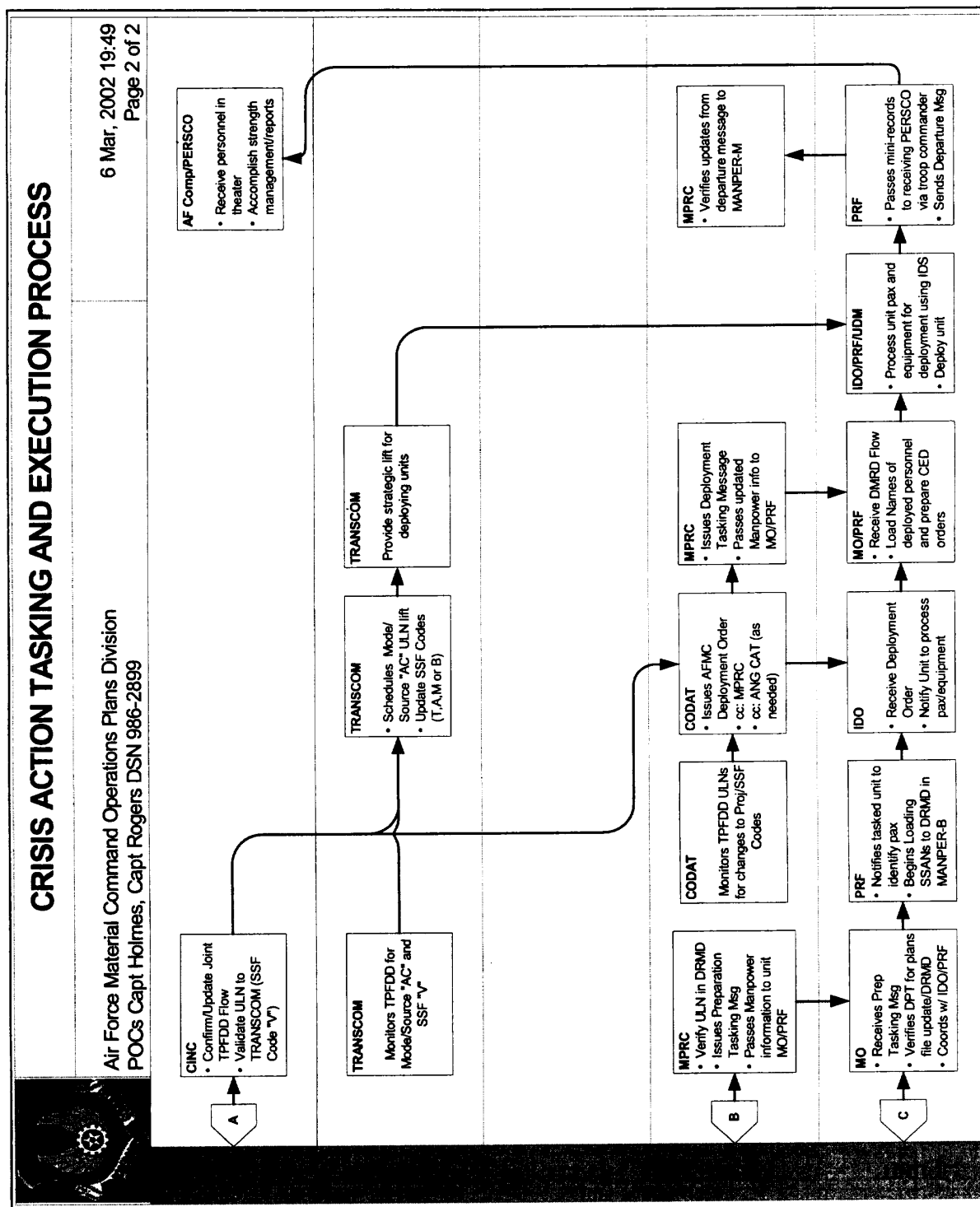
NOTES:

1. Authorized clothing patterns may differ from the standard BDU at the discretion of the supported CINC.
2. Item required by women only.
3. Air Force Specialties requiring specialized types of foot wear (e.g. steel toed boots) to perform their duties will deploy with that type.
4. Leather work gloves are required in the event personnel are tasked to handle cargo at the home base, enroute stops, or at the deployed location. Being assigned to personnel-only UTC does not release you from this requirement. Personnel at deployed locations are expected to assist with any task during the development of the operating location.
5. Personnel may substitute with items of equivalent purpose. For example, liquid soap may be substituted for bar soap. For acceptable replacements for the duffel bag when boarding military airlift see AMCI 24-101, Volume 15.
6. Personal preference or physical condition may dictate the contents of the individuals toiletry items. For example, a bald person should not be required to have shampoo on hand, and some personnel may prefer to wash their hair with soap versus shampoo. The key ingredient to the content of the deploying member's toiletry items is that the member can, and will be able to maintain, requirements for dress and appearance as outlined in AFI 36-2903.

Attachment 16

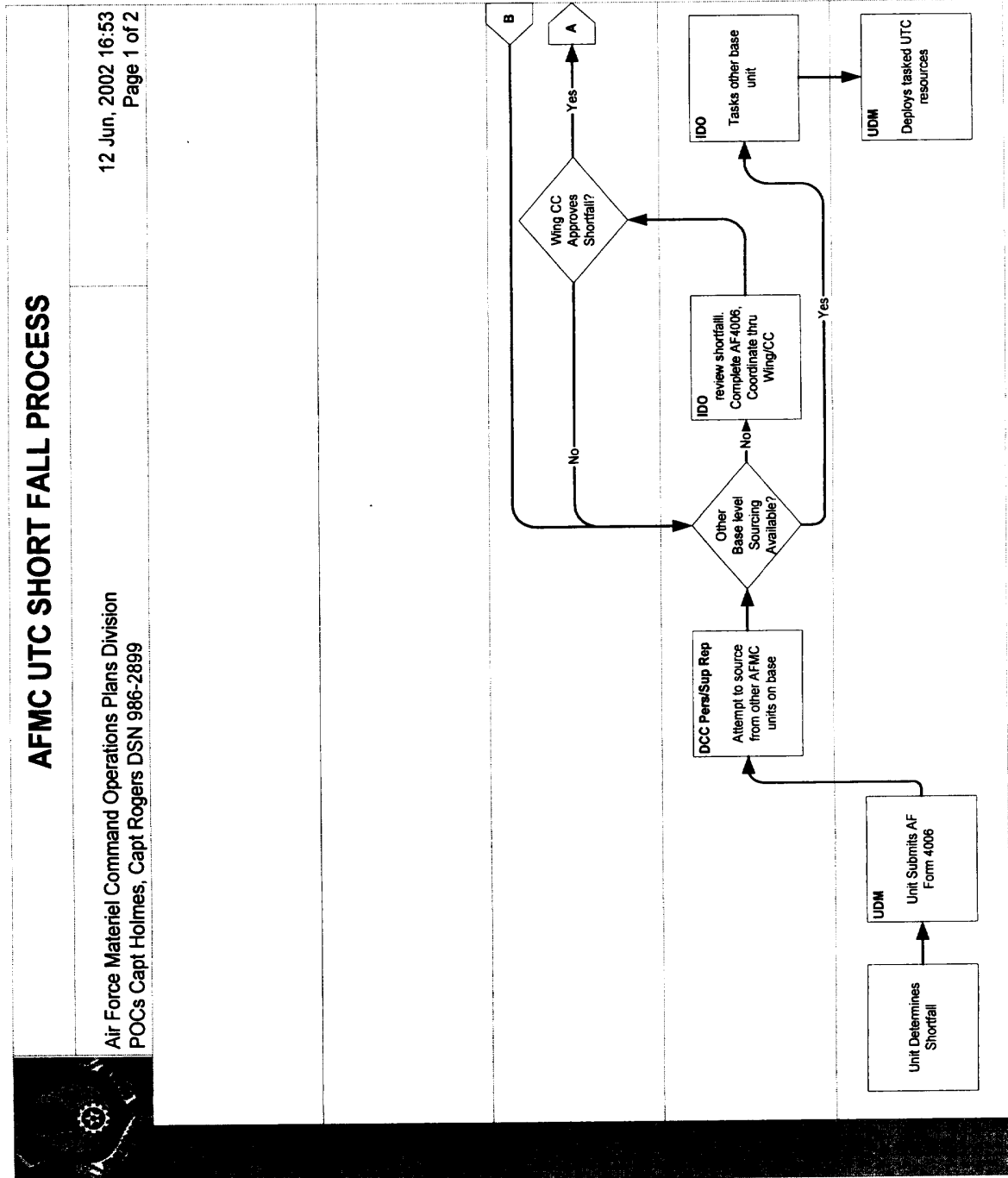
AFMC CRISIS ACTION TASKING AND EXECUTION PROCESS FLOWCHART





Attachment 17

AFMC SHORTFALL PROCESS FLOWCHART



AFMC UTC SHORT FALL PROCESS12 Jun, 2002 16:53
Page 2 of 2Air Force Materiel Command Operations Plans Division
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